



Natural Resources Conservation Service  
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July 22, 2008

**WEST VIRGINIA BULLETIN NO:** WV330-8-5

**SUBJECT:** MGT – Performance Results System (PRS) annual updates

**Purpose:** To inform employees of the need to complete and/or provide information for annual updates in PRS with FY 2008 information.

**Expiration Date:** September 30, 2008

**Action Required By:** August 15, 2008

Each year, we are required to update membership information for Resource Conservation and Development Councils, Conservation District Boards and the State Technical Committee. I am requesting the RC&D Coordinators and District Conservationists review and update information in the PRS system under *Tools/Affiliates/(Select) West Virginia/Affiliation Type/Search*. The State Technical Committee will be updated by the State Office.

Also, you need to complete entries in PRS under the *Data Entry Tab/County contribution to NRCS Programs* of the value of any financial assistance and the value of donated equipment provided by cities, counties, state and private individuals or organizations. This information should be entered soon after the money or donation is received. Policy for recording Contributions to NRCS Programs is located in [GM.340.408-Contributions to NRCS Conservation Programs](#)

Your prompt action on the above items is appreciated.

If you have any questions, please contact Louis Aspey, ASTC-Operations, at 304-284-7544 or Dan Lynch, Acting Toolkit Coordinator, at (304) 530-2825.

/s/ Louis Aspey, Acting for

KEVIN WICKEY  
State Conservationist

DIST: A  
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RC&D

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